

DCMC Instructions for Processing Buying Activity Information in Alerts (03 December 1997)

SUPPLEMENTATION OF THESE INSTRUCTIONS IS NOT AUTHORIZED

These are detailed procedures for establishment of Buying Commands and their respective Office Symbols in Alerts. A synopsis of the contents is listed below.

DCMC Customer Response Center (CRC) Help Desk Number: 1-800-576-DCMC

A. Procurement IDs/Buying Commands

- 1. Use of Procurement IDs to identify Buying Commands**
- 2. Use of Procurement ID and Office Symbol pick lists**
- 3. Establishment of new Procurement IDs**
- 4. Buying Commands with multiple Procurement IDs**

B. Creation of new Office Symbols

- 1. Alerts and Office Symbols**
- 2. New Office Symbols**
- 3. Office Symbols**
- 4. Customer Point of Contact (Customer POC)**
- 5. Buying Command name**
- 6. Buying Command in-the-clear address**
- 7. Customer POC title, telephone number, DSN prefix, and FAX extension**
- 8. Customer POC e-mail address**

C. Maintenance of Procurement ID and Office Symbol tables

- 1. Changes**
- 2. Deletions**

Attachment 1: Buying Commands with multiple Procurement IDs

Attachment 2: Issued By Code conversion chart to Procurement ID Codes for major Army and Air Force Commands (see paragraph A4).

A. Procurement IDs/Buying Commands

1. **Procurement ID Codes** will be used to establish all Buying Commands in Alerts. For example: TACOM, will appear as “DAAE07”, DSCR will appear as “SP0400”, and WRALC will appear as F09603

2. **Pick Lists:** The DCMC Alerts, CPSS, and Customer Access modules contain pick lists for selecting an existing Procurement ID and/or Office Symbol when processing data. Customer Access will contain a pick list of Office Symbols specifically for that Procurement ID. DCMDE will e-mail all Alerts POCs an Excel Spreadsheet on a weekly basis listing all Procurement IDs and Office Symbols, in alphabetical order by Customer POC, for ease in selecting the proper Office Symbol. This spreadsheet will be especially useful for users of DCMC Alerts, where the Office Symbol is the last step in the process. If the Office Symbol to be used is not on the pick list for a Procurement ID, it can be entered as new by following the directions furnished in B below.

3. a. Only the DCMDE District SysOps has authority to establish a **new Procurement ID (i.e. input new Buying Commands)**. All Alerts users requiring a Buying Command Procurement ID established in Alerts shall furnish minimum information for Office Symbols, as set forth in B below, via fax or e-mail (FAX 617-753-3503; e-mail dmccarthy@dcrb.dla.mil). Contact the DCMDE Help Desk for assistance at 888-616-7597.

b. **Delivery Orders issued by one Buying Command against another Command's Basic Ordering Agreement (BOA), or Indefinite Delivery Type contract (IDC)**, require special attention. In these cases, the Procurement ID of the Issuing Office shall be used to establish Alerts or CPSS records. Army and Air Force Issued By codes must be converted to the appropriate Procurement ID for these Delivery Orders, since those Service components use a DoDAAC for Issued By codes which are different from their Procurement IDs. Attachment 2 below is a conversion chart of major Army and Air Force Command Procurement IDs and DoDAACs to assist you in making the proper determination of which Procurement ID to utilize. DLA and Navy use DoDAACs as Procurement IDs, thus such a chart for them is unnecessary and the appropriate Issued By Code should be used.

c. **On ACO issued orders**, the Alert or CPSS will be built using the Procurement ID Office Symbol of the activity authorizing the ACO to issue the order.

4. Some **Buying Commands use multiple Procurement IDs** to identify sub-tier offices within their organization, separate workload, etc.. One example is DSCR, whose primary Procurement ID is SP0400. Many contracts from DSCR begin with Procurement IDs such as SP0420, SP0430, or SP0440, among others. For purposes of Alerts, ALL Alerts will be processed under the primary Procurement ID for commands using multiple Procurement IDs. A list of Buying Commands known to fall into this category is

provided as Attachment 1 to these instructions. If you have a question on how to proceed with a specific situation call the DCMDE Alerts Help Desk for guidance.

B. Creation of new Office Symbols

1. From a programming perspective, **Office Symbols are a critical link in Alerts.** They are the primary key in linking the Procurement ID to the Customer POC, controlling the proper use of e-mail aliases and routing of Alerts and CPSSs to their appropriate location in the data base. However, from a functional perspective, they are of much less importance. Design limitations will not allow a better melding of program and functional uses of Office Symbols until Alerts Phase II. Validation and overlay capabilities of data fields for Office Symbols are defined below, and have been determined keeping both the programming and functional uses of Office Symbols in mind.

2. **DCMC and Customer users have the ability and authority, within the guidelines outlined below, to establish new Office Symbols.** These instructions are in addition to the basic instructions furnished in the Users Manuals. Use the “NEW” button next to the Office Symbol pick list field to begin the process of establishing a new Office Symbol. Strict adherence to the below guides are required to insure maximum efficiency within the application. New Office Symbols are reviewed by the DCMDE SysOps on a daily basis, and incorrect entries will be immediately deleted.

DO NOT FORGET TO MAKE MAXIMUM USE OF THE OFFICE SYMBOL PICK LIST PRIOR TO ATTEMPTING ESTABLISHMENT OF A NEW OFFICE SYMBOL.

3. Office Symbol (Three separate fields of data):

FIELD 1 - “ACRONYM” Buying Command Acronyms will be automatically generated in this field. The acronym for each Buying Command is directly linked to the Procurement ID and cannot be changed.

FIELD 2 - “SYMBOL” Enter the official Office Symbol for the customer being represented, as reflected on the contract. The information will normally appear in the Issued By block of the face page of the contract in a format similar to the following:

- a. AMSAT- A-TAA
- b. 02133.02
- c. PKA-DDD
- d. JAPD

This is a free form field. Slashes will not be allowed in this field. Dashes (-), and periods (.), can, and should be used to separate portions of office symbols as shown in a, b and c above. Extraction of the proper Office Symbol from a contract will be a judgmental decision of the individual Alerts user. If none is present this information must be obtained by contacting your POC for the contract at the Buying Command. Caution must be exercised here to make sure the Office Symbol is what you extract and not a part of the in-the-clear address. You should not be extracting P.O. Boxes, Suite Numbers, Street Addresses, or the like as the Office Symbol. This field cannot be changed once established. If a CPSS is involved the contract office symbol may not be the appropriate one to use. If DCMC users are building a CPSS record based on a fax, e-mail or letter from a customer, the office symbol of the customer on the document received should be used.

FIELD 3 - "INITIALS" Enter the first letter of the first and last name of the customer POC. This is a three position alpha numeric field. The third position is for use if different people have the same initials in a specific Procurement ID, or if there are two people in a Procurement ID with the same name. For example, N00104 may have John E. Doe already established as office symbol NAVICPM/0224.5/JD, and Jason R. Dirkson works in the same office. N00104 may also have two James Murphys working there. In either circumstance, the third position is for use in distinguishing the second person being entered. Use of numbers in the third position or use of a person's middle initial in the second position of the field are both acceptable entries to allow a second entry. **Remember, this only applies if there is an exact duplication of the entire Office Symbol (i.e. ACRONYM, SYMBOL, and INITIALS).** This field cannot be changed once established.

4. **Customer POC:** Spell out the customer POC's full first and last name. This field cannot be changed once established. A customer's name cannot be in the application more than once within the same Procurement ID, thus only one Office Symbol will appear for each customer POC. Systems validation will NOT allow establishment of a person's name more than once in a Procurement ID. The system will tell you which Office Symbol already exists and it should be used. See the instructions in FIELD 3 "INITIALS" above, if two people with the same name work at the same Procurement ID.

5. **Buying Command Name:** Spell out the full name of the Buying Command being used for the Procurement ID selected from the pick list. DO NOT use Acronyms such as TACOM, CECOM, NAVAIR, etc. in this field. DO NOT enter the name of a person in this field. Once entered, data in this field cannot be changed.

6. **Buying Command In-The-Clear Address:** Enter the street, PO Box, Building Number, etc. and City, State and Zip Code of the Buying Command associated with the Procurement ID selected from the pick list. DO NOT enter Office Symbols in these fields. This data can be changed after initial input.

7. Customer POC Title, Telephone Number, DSN Prefix, and FAX Number:

Enter the appropriate information in these fields. All data in these fields can be changed after initial input. FAX numbers are required entries in the event a customer refuses to furnish an e-mail address. Systems validation now makes the phone number and title fields “must enter” data. If a title is not available, DCMC users are authorized to enter the generic title “Alerts Customer” in this field.

8. Customer E-Mail Address: Enter the customer’s SMTP Internet e-mail alias in this field. Every Customer POC should have an e-mail alias. If a customer refuses to provide an e-mail alias, it is required that a FAX number be entered in accordance with the instructions in paragraph 6 above, and the DCMDE Help Desk should be notified immediately of the POCs name and location who refused to provide necessary information regarding his/her e-mail address. Failure to follow these procedures will result in immediate deletion of the Office Symbol by the District SysOps and notification of an incorrectly formatted Office Symbol to the CAO Commander and Alerts POC.

C. Maintenance of Procurement ID and Office Symbol Tables

1. **Changes:** DCMDE and DCMDW District SysOps **both** have authority to make corrections to Office Symbol data which cannot be overlaid after initial establishment by users. Call your appropriate District Alerts Help Desk to effect corrections to erroneous entries or changes required by customer reorganizations, etc. that you identify.

2. **Deletions:** The DCMDE District SysOp is the **only** individual authorized to **delete and/or reestablish Office Symbols**. Incorrectly established Office Symbols will be deleted immediately by the District SysOp and errors reported to the appropriate CAO Commander and Alerts POC for corrective action.

THESE INSTRUCTIONS SUPERSEDE ALL PREVIOUS EDITIONS, WHICH ARE OBSOLETE AND NO LONGER VALID.

Attachment 1 to “DCMC Instructions for Processing Buying Activity Information in Alerts” dated 06 November 1997

**THIS ATTACHMENT IS A LIVING DOCUMENT AND
WILL BE UPDATED/CHANGED INDEPENDENTLY
FROM THE REST OF THE OFFICE SYMBOL
INSTRUCTIONS BY DCMDE**

Procurement IDs with Multiple Sub-Tier Procurement IDs

<u>Alerts ID</u>	<u>Includes Procurement IDs</u>
SP0400	All Ids beginning SP04
SP0500	All Ids beginning SP05
SP0700	All Ids beginning SP07
SP0900	All Ids beginning SP09
F42600	All Ids beginning F426
DAAJ09	DAAJ09 DAAH23 DAAK01
DAAE30	DAAE30 DAAA21 DAAK10

Attachment 2 to “DCMC Instructions for Processing Buying Activity Information in Alerts” dated 06 November 1997

**CONVERSION CHART FOR ARMY AND AIR FORCE
DELIVERY ORDERS ISSUED AGAINST ANOTHER
COMMAND’S BASIC ORDERING AGREEMENT (BOA)
OR INDEFINITE DELIVERY CONTRACT (IDC)
(see paragraph A4)**

First 2 positions of delivery order number are equal to:	Then Issued By DoDAAC will be:	Then Buying Command Procurement ID will be entered as:
B1	W41G26	DAAA03
B7	W52H1C	DAAA08
BA	W52P1J	DAAA09
BB	W23FTS	DAAA15
BC	W15QKN	DAAA21
BV	W16H1F	DAAA22
BD	W25QNP	DAAA25
9M	W44W9M	DAAA31
BF	W15P7T	DAAB05
BG	W15P7T	DAAB07
BR	W56HZV	DAAE07
ZR	W52G2Q	DAAG08
CC	W31P4Q	DAAH01
BS	W58RGZ	DAAJ01

First 2 positions of delivery order number are equal to:	Then Issued By DoDAAC will be:	Then Buying Command Procurement ID will be entered as:
YY	W58RGZ	DAAJ01
ZQ	W58RGZ	DAAJ01
BS	W58RGZ	DAAJ09
BT	W58P05	DAAJ09
SM	FD2040	F04606
TB	FQ7616	F04701
RJ	FD2060	F09603
RR	FD2060	F09603
RS	FQ7620	F19628
RX	FQ7619	F30602
SG	FQ8419	F33615
SC	FQ7615	F33657
SD	FD2030	F34601
SA	FD2050	F41608
SH	FQ7624	F41609
SY	FD2020	F42600